



RECORDS RETENTION SCHEDULE



Prepared by
STATE RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

RECORDS RETENTION SCHEDULE

Signature Page

Education Cabinet
Agency

June 8, 2006
Schedule Date

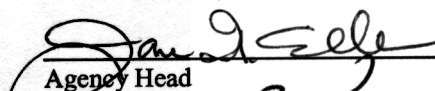
Environmental Education Council
Unit

Change Date

June 8, 2006
Date Approved By Commission

APPROVALS

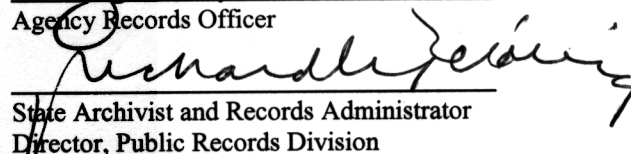
The undersigned approve of the following Records Retention Schedule or Change:


Agency Head

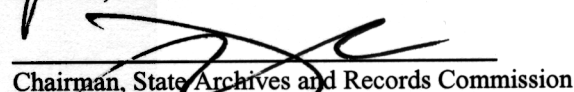
June 8, 2006
Date of Approval


Agency Records Officer

June 8, 2006
Date of Approval


State Archivist and Records Administrator
Director, Public Records Division

June 8, 2006
Date of Approval

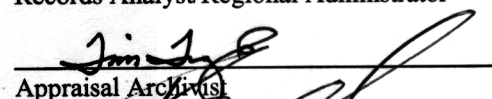

Chairman, State Archives and Records Commission

6-8-06
Date of Approval

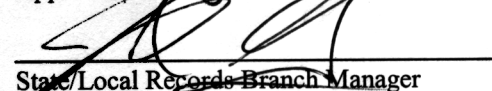
The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:


Records Analyst/Regional Administrator

June 8, 2006
Date of Approval

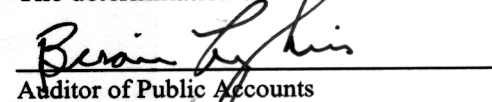

Appraisal Archivist

June 8, 2006
Date of Approval


State/Local Records Branch Manager

8 June 06
Date of Approval

The determination as set forth meets with my approval.


Auditor of Public Accounts

6-8-2006
Date of Approval

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: June 08, 2006

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education and Workforce Development
Environmental Education Council

Series	Records Title		Contents	Retention		
	and Description	Function and Use		Disposition Instruction		
05512	Student Records - Environmental Educator Certification (V)	The Kentucky Environmental Education Council was authorized in 1993 by the legislature to improve Kentuckians' understanding of their environment. A classroom based certification training curriculum for environmental educators was implemented through the Council in 2004. The program content follows the guidelines of the North American Association for Environmental Education. The curriculum also helps environmental instruction align with the program goals of the 1990 Kentucky Educational Reform Act. The format of the training consists of four 3 day workshops - two in the Spring and two in the Fall - with an Independent Study project between the Spring and Fall sessions. Four levels of assessment must be passed for certification to be awarded: written exam; essays; debate of a current environmental issue; creation of an instructional unit. This training is open to state employees and members of the public. The one year certification program may qualify for college credit on a case by case basis. There have been 70 graduates total in the two class years completed in 2004 and 2005. Continuing Education coursework will become a requirement of certification effective in 2007 and this training will be offered through the Council.	Application for Nonformal Certification Program; Signed Self Assessment; Completed Environmental Literacy Assessment; Summer Reading Assignment Papers; Completed Debate Paper; Completed Unit of Study; copy of diploma.	Agency: Indefinite	Records Center: 8	Archives Center: NA Destroy 8 years after class graduation.